

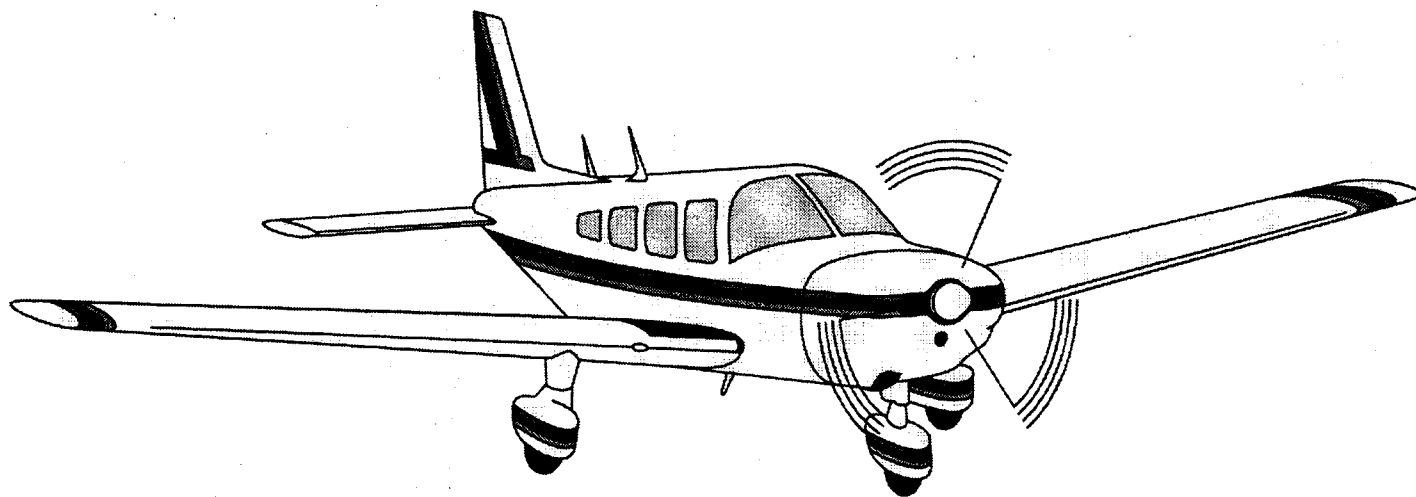


U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

AC No. 00-7C
April 14, 1995

State and Regional Disaster Airlift (SARDA) Planning



Initiated by: ADA-20



U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

Subject: State and Regional Disaster **Date:** April 14, 1995 **AC No:** 00-7C
Airlift (SARDA) Planning **Initiated by:** ADA-20 **Change:**

This Advisory Circular provides guidance to develop and implement State and Regional Disaster Airlift plans governing the use of primarily general aviation aircraft during national emergencies and natural disasters.

State aviation offices or emergency management organizations should ensure that adequate organization and means are available during emergencies to utilize general aviation aircraft effectively in support of disaster response operations.

Linda Hall Daschle
Deputy Administrator

CONTENTS

CHAPTER 1. GENERAL INFORMATION

1. Purpose-----	1
2. Cancellation-----	1
3. Background-----	1
4. Objective-----	1
5. Scope-----	2
6. Assumptions-----	2
7. Direction And Control-----	3
8. Concept Of Operations For A SARDA Plan-----	4
9. - 20. Reserved-----	7
Figure 1. Notional SARDA Chain Of Command-----	8
Figure 2. Notional State For SARDA Planning-----	9

CHAPTER 2. RESPONSIBILITIES AND ADDITIONAL RESOURCES

21. Office of Emergency Transportation-----	11
22. Federal Aviation Administration-----	11
23. Federal Emergency Management Agency-----	13
24. State Responsibility-----	14
25. Civil Air Patrol (CAP)-----	14
26. Aviation Organizations-----	14
27. United States Coast Guard (USCG)-----	15
28. Helicopter Assets-----	15
29.- 30. Reserved-----	15

CHAPTER 3. PLANNING

31. General Planning Principles-----	17
32. Designees-----	18
33. Inventories of Aircraft and Airmen-----	18
34. Administration When Activated-----	18
35. Interstate and Regional Relationships-----	18
36. United States Coast Guard (USCG)-----	19
37. Civil Air Patrol-----	20
38. Federal Emergency Management Agency-----	24
39. Plan Development-----	24
40. Pilot and Aircraft Owner Information for SARDA--	29
41. SCATANA-----	30
42. WATPL-----	30
43. Exercises-----	31
Figure 3. CAP Request Prior to DFO-----	32
Figure 4. CAP Request After DFO-----	33
Figure 5. CAP Request, Imminently Serious Emergency-	34

CHAPTER 4. ISSUANCE OF PLANS

44.	FAA Clearance-----	35
45.	NORAD Clearance-----	35
46.	Plan Distribution-----	35
Appendix 1.	Emergency Operations Staff Offices-----	1
Appendix 2.	FSDO's Designated as SARDA Liaisons-----	1
Appendix 3.	AFSS's-----	1
Appendix 4.	FEMA Contact List-----	1
Appendix 5.	Glossary-----	1

CHAPTER 1. GENERAL INFORMATION

1. PURPOSE. The purpose of a State and Regional Disaster Airlift (SARDA) Plan is to provide the Governor of the State and the State aviation office or emergency management organization¹ with a means to access and utilize general aviation resources within the State, when needed to support civil emergency operations. This document is advisory in nature and is intended to provide a planning tool to assist State emergency planners. It is fully recognized that every State has distinctive and unique requirements that may warrant modifications to the model and advice presented herein.
2. CANCELLATION. Advisory Circular (AC) 00-7B dated August 31, 1987, State and Regional Disaster Airlift Planning, is cancelled.
3. BACKGROUND. The Federal Aviation Administration (FAA), at the direction of the Secretary of Transportation, is responsible for assisting the States by providing advisory guidance for the development of plans for the utilization of primarily general aviation aircraft during emergencies. Emergencies may be natural disasters, man-made disasters, or disasters related to the national defense.
4. OBJECTIVE. The objective is to ensure the availability and effective use of primarily general aviation aircraft in support

¹ This advisory circular does not intend to dictate to States whether the State aviation offices or emergency management offices coordinate SARDA activities. It is also recognized that States differ in the titles they use to designate their aviation offices and their emergency management organizations. Common titles for these offices include State Aviation Division, Aeronautics Division, Office of Emergency Services, State Emergency Management Agency, State Office of Civil Defense, State Office of Disaster Services, etc. This document will use the generic term "State aviation office or emergency management organization" to designate the central entity which plans for the interface and management of aviation resources in response to emergencies. Furthermore, the term "State" shall include States, Washington, DC, and the Territories and Possessions of the United States.

of survival and recovery operations during emergencies within each State or region. This will be accomplished by providing adequate organization at the State and local level to accept missions, assign priorities, allocate aircraft and resources, and direct activities consistent with other available modes of transportation. Such organization must function within the framework of applicable rules and regulations promulgated by Department of Transportation (DOT), Department of Defense (DOD), Federal Emergency Management Agency (FEMA), Federal Communications Commission (FCC), other Federal agencies, and the State.

5. SCOPE. Statewide aviation resources may be needed to support civil emergency operations in the following situations:

a. A Peacetime Disaster which may include a catastrophic natural disaster or man-made emergency that threatens the safety and survival of citizens of the State. This includes the effects of a tornado, hurricane or tsunami, earthquake, large-scale fire, nuclear power plant incident, or other catastrophe.

b. A National Security Emergency which includes an attack upon the United States and the coincident restrictions on air operations imposed by the North American Aerospace Defense Command (NORAD) within the Continental United States (CONUS).

6. ASSUMPTIONS.

a. At least a portion of private, corporate, and publicly owned aircraft within a State will be available, along with appropriate aircrew, to support State-coordinated emergency operations in a catastrophic disaster or major emergency. SARDA assets may include government equipment and charter/lease aircraft in addition to volunteers.

b. SARDA resources may be composed of aircraft and resources owned by the State and local governments and those made available by private aircraft owners, corporations, commercial operators, private and public airfield owners or operators, resources of the Civil Air Patrol (CAP), and other volunteers.

c. State government is responsible for planning, organizing, directing, managing, and controlling SARDA operations. Some State governments may desire to utilize only State-owned assets for SARDA, while in many States the CAP has SARDA experience as well as emergency communications capabilities. Therefore, the State may wish to use CAP to help coordinate civil aviation resources in support of disaster operations. If CAP is tasked

for this coordination, CAP would still be under State direction and supervision.

d. The State aviation office or emergency management organization is an appropriate entity through which State leadership acts to initiate, coordinate, and direct SARDA disaster operations which exceed the capability of the local government.

7. DIRECTION AND CONTROL.

a. The Governor of a State has overall responsibility for the safety of the citizens and, thus, has overall responsibility to initiate and manage emergency operations when disasters exceed the capability of local government. The Governor, through the State aviation office or emergency management organization, may activate any or all parts of the State SARDA Plan in support of recovery operations following, or in anticipation of, a catastrophic disaster or major emergency.

b. The State SARDA Director may be designated by the Governor. The SARDA Director may be a senior official from the State aviation office or emergency management organization or other senior State official.

c. SARDA operations should be activated and deactivated by the Governor, through the State SARDA Director, by written or verbal directive to the senior State official responsible for State emergency operations.

d. Figure 1, on page 8, illustrates a notional chain of command in a State for control of SARDA resources when the SARDA Plan is activated. Specifics of the chain of command will be determined by the organizational structure of a particular State and preferences of the State leadership. Smaller States, and/or small scale operations, may not require such a sophisticated organization. State emergency management organizations should consider the best organizational plans for their particular situations.

e. SARDA planning should be fostered and coordinated by the director of the State aviation office or emergency management organization. The SARDA Plan should be a joint effort of these organizations with their planners developing and coordinating the SARDA Plan with the participation of the plan participants.

f. Once a SARDA Plan has been developed, coordinated, refined, and approved, the plan needs to be exercised on a

recurring basis. A multi-year plan for testing the SARDA Plan should be developed to ensure that all elements of the plan, including alerting, deployment, support arrangements at designated airports, and communications systems are functional.

g. It is recommended that a full-scale exercise of a SARDA Plan be conducted at least every other year. Communications tests should be conducted at least annually. Alert lists and alerting procedures should be tested at least one or two times per year and updated at least annually. The SARDA Plan should be revised and updated as necessary.

8. CONCEPT OF OPERATIONS FOR A SARDA PLAN.

a. The general concept of a State and Regional Disaster Airlift Plan is that with advance preparation and planning, at least a portion of existing aviation resources in a State can be protected from disaster or wartime damage to ensure that aircraft and aircrew are available to support emergency operations as needed. This may mean staging aircraft and aircrew out of predicted damage areas to safer locations before disaster impact to maximize survival of aviation resources and to prepare them for immediate operations after disaster strikes.

b. For the purpose of this SARDA Plan concept, figure 2, on page 9, depicts a notional State that is divided into four areas for operational control. The number and geographical distribution of these operational Task Force Areas is made so as to divide the State into manageable operational areas that, where possible, coincide with operating areas of other State entities such as the State Police or Highway Departments. In the example shown in figure 2, on page 9, an interstate highway provides a convenient dividing line East-West, and a major river divides the State North-South. These features provide an easy ground reference during flight operations to determine the limits of the Task Force Areas. Smaller States, and/or small scale operations, may not require geographical divisions. State emergency management organizations should consider the best plan for their particular situations.

c. Within each Task Force Area a Control Airport is designated which can provide safe haven and support for responding aircraft and aircrew and serve as a mobilization center for supporting resources.

d. An Area Coordinator may be designated for each Task Force Area and assigned to direct operations out of the Control

Airport. The Area Coordinator is responsible to the SARDA Director or Deputy SARDA Director. The Area Coordinator is responsible for all SARDA operations within the assigned Task Force Area.

e. In the example depicted in figure 2, on page 9, Airport A-1 in Task Force Area A may be designated a Control Airport because it is located away from flood-prone areas along Big River, and outside a potential damage zone in the metropolitan area. Likewise, Airports C-2, B-1, and D-3 may serve as Control Airports for their respective areas. If a safe airport is not available within a Task Force Area, an airport outside the area may be used for flight operations until conditions permit a return to the task area.

f. The Mission Base airport may be selected because of its proximity to the State emergency operations activities and to ensure appropriate communications and support capabilities necessary to support centralized control of Statewide SARDA operations.

g. The SARDA Plan may be activated ahead of a disaster or soon after it occurs. At the time an alert is issued, or as soon thereafter as possible, Area Coordinators should issue specific instructions to activated aircrew for reporting.

h. Once in place and operational, the Area Coordinators should report on the readiness condition and capabilities of resources in their Task Force Area to the Deputy SARDA Director at the Mission Base by the most expedient means. The primary means of communications may be via telephone, the State's communication system, or the CAP Wingwide high frequency radio net with VHF, or any other means available used as backup.

i. Tasking of SARDA resources may begin very early following disaster impact to determine rapidly the level of response requested and the urgency. Mission assignments will normally be made by the State aviation office or emergency management organization. Damage reports will normally be provided directly to the State aviation office or emergency management organization for distribution. Funding will be in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). When the State tasks the SARDA resources or the CAP directly, any reimbursement would be from State funds unless the State has arranged for a Federal request for the mission and has received a Mission Assignment Number from the FEMA Regional Operations Center (ROC). In this case, the reimbursement will normally be 75 percent Federal and 25 percent

State funds. If the request for a mission is originated by FEMA, through the ROC or the Emergency Support Team (EST), Emergency Support Function (ESF) #5 at FEMA headquarters, Washington, DC, reimbursement will normally be 100 percent Federal. In certain circumstances, the funding ratio may vary but, in any event, will not be less than 75 percent Federal if a Federal Mission Assignment Number is provided.

j. In large-scale disasters, when immediate damage assessments are needed, Federal mission assignments may be made directly to the CAP through the Air Force National Security Emergency Preparedness Office (AFNSEP), Fort McPherson, GA. Reporting channels will continue to be directly to the State aviation office or emergency management organization, which will forward damage assessments to the appropriate Federal entity (usually FEMA). In some cases, FEMA may ask that damage reports be provided directly to its Emergency Support Team in Washington, DC, through the appropriate FEMA Regional Operating Center, at the same time damage reports are made to the State. In these cases, instructions will be provided at the time of mission tasking. In all cases, the State will be kept informed of these arrangements and States will receive simultaneous damage reports.

k. SARDA operations may include the following activities:

- rapid damage assessment flights;
- continuing damage assessment overflights;
- movement of personnel, equipment, supplies, and special items (such as dogs for urban search and rescue teams);
- aerial radiological monitoring flights;
- rapid transport of data, material, and reports;
- support of State and Federal agencies carrying out their statutory responsibilities (such as assisting the FAA in establishing and managing temporary flight restrictions (TFR) over disaster areas);
- communications and power to support essential operating requirements for critical human needs;
- radio relay assistance;
- air support to satisfy essential priority commercial, corporate, industrial, health and welfare, and agricultural requirements in emergency survival and recovery operations; and
- search and rescue.

l. As the requirement for SARDA resources decreases in the recovery phase of the disaster, the Area Coordinator, in consultation with the SARDA Director, can deactivate and release

mobilized resources in an orderly manner. The SARDA Director should coordinate deactivation of SARDA resources with the State aviation office or emergency management organization personnel.

m. As SARDA resources are deactivated and released, the Area Coordinator should ensure that all paperwork and administrative requirements are completed to ensure that appropriate participating elements are properly reimbursed and official record is maintained of their participation and contributions. Copies of all such records and reports should be provided to the Deputy SARDA Director for retention as part of the historical record of the SARDA response.

n. Finally, a post-disaster review of the SARDA operation should be conducted by appropriate planners from the State aviation office or emergency management organization to determine where the SARDA Plan can be improved.

9.- 20. RESERVED.

Figure 1
NOTIONAL SARDA CHAIN OF COMMAND
Within a State and Regional Disaster Airlift Plan

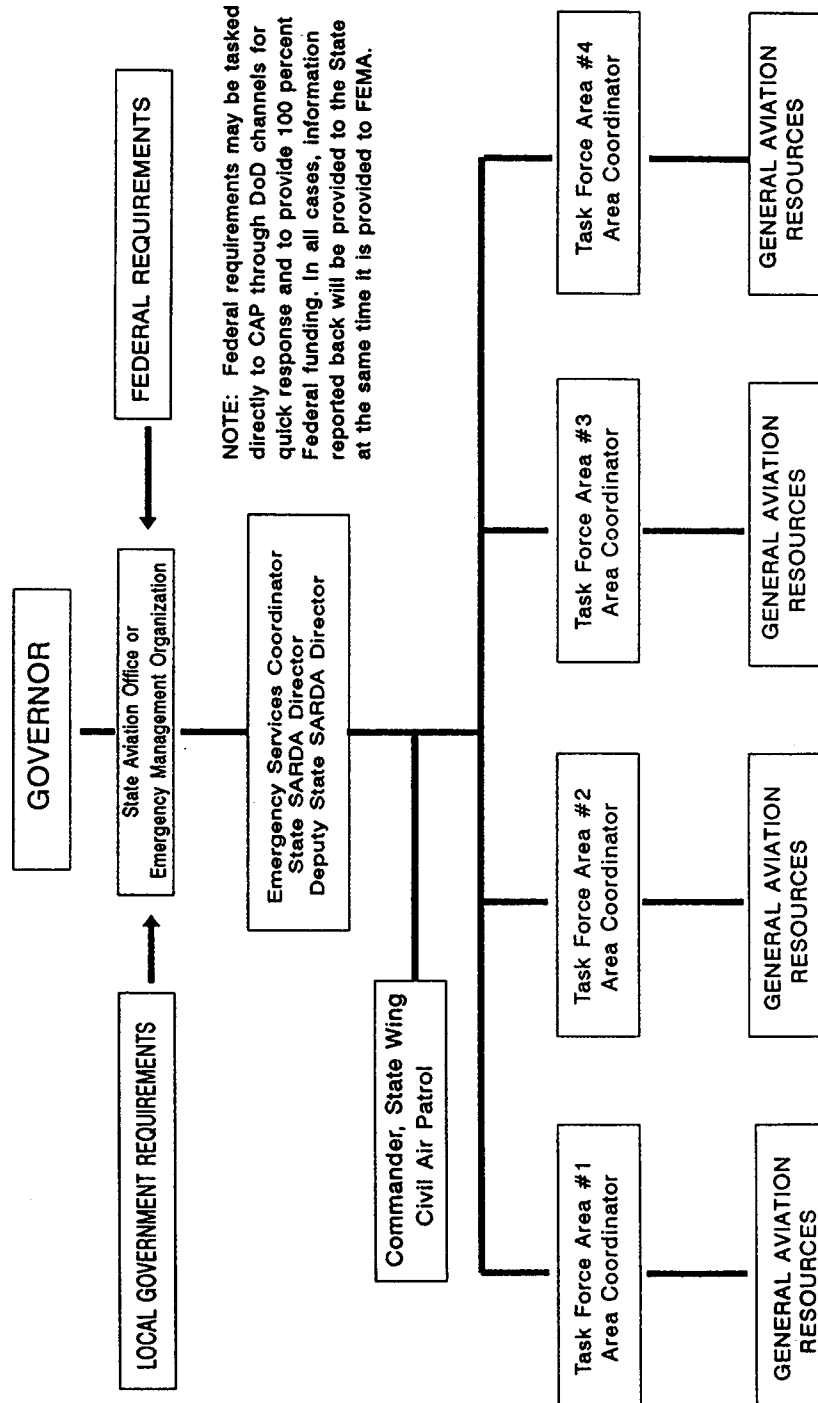
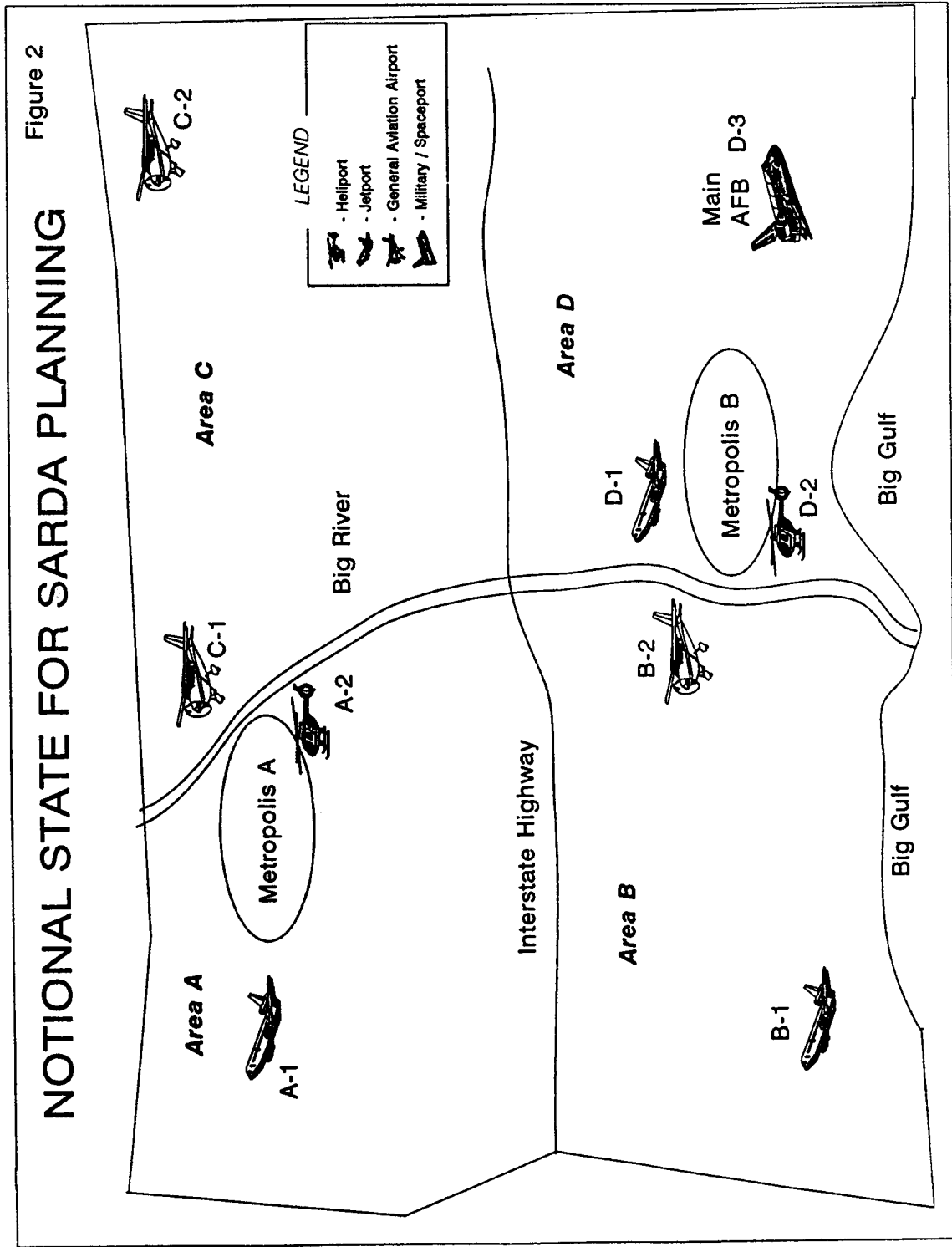


Chart is for advisory purposes only.
States may organize as desired.



THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 2. RESPONSIBILITIES AND ADDITIONAL RESOURCES

21. OFFICE OF EMERGENCY TRANSPORTATION (OET). The Office of Emergency Transportation, within the Department of Transportation's Research and Special Programs Administration, performs secretarial crisis management functions for multimodal transportation emergencies caused by natural disasters, technological accidents, labor strikes, and national security situations. OET is the single departmental office with executive agent responsibilities for planning, coordinating, directing, and managing civil transportation response operations. During a natural disaster emergency, OET works directly with FEMA to coordinate the transportation element, Emergency Support Function No. 1 (ESF #1), of the Federal Response Plan (FRP).

22. FEDERAL AVIATION ADMINISTRATION.

a. FAA is primarily responsible for providing advisory planning guidance for SARDA at State, regional, and national levels for the utilization of primarily general aviation aircraft during an emergency. The FAA does not develop or implement State SARDA plans or direct SARDA flight operations. These are State functions. The FAA's Emergency Operations Staff facilitates the development of State SARDA plans that are consistent with those of other States and Federal emergency planning guidance. The Emergency Operations Staff helps to ensure that regional, State, and local emergency plans are practical, from an operational viewpoint, and responsive to essential demands which may be anticipated. Following a National Security Emergency, FAA is the claimant agency requesting support resources for general aviation aircraft, their support facilities, and civil airports in accordance with DOT Orders 1900.8 and 1940.1A. During a National Security Emergency, States should request the FAA Flight Standards District Office (FSDO) to relay its claimancy support requests to the FAA Emergency Operations Staff in Washington, DC. Any items procured with claimancy support would be at market value. During a natural or technological disaster, States requesting resource support for civil aviation should go directly to Emergency Support Function No. 1 (ESF #1) at the Disaster Field Office (DFO).

b. The direct link between FAA and the States developing SARDA plans is the appropriate Automated Flight Service Station (AFSS) for operational air traffic support and the appropriate Flight Standards District Office (FSDO) for items such as claimancy. The FAA Emergency Operations Staff is available to provide overall guidance. Appendix 1 lists headquarters and Regional Emergency Operations Staff offices, Appendix 2 lists

FSDO responsibility by State, and Appendix 3 lists AFSS's. In a national emergency, DOT Regional Emergency Organization offices will be activated to provide Federal policy guidance.

c. Air traffic control services will be provided in accordance with normal FAA procedures for such services and with the terms and conditions of any TFR that may be ordered by the Administrator under Section 91.137 of the Federal Aviation Regulations (FAR) or, in the case of Hawaii, under either Section 91.137 or Section 91.138 of the FAR, as appropriate. A TFR may include a prohibition for certain airspace. TFR's are issued to protect persons and property, provide a safe environment for disaster relief aircraft, and prevent an unsafe congestion of sightseeing aircraft above the area. Air Traffic facilities shall coordinate their efforts to the maximum extent possible in rendering assistance to the agency and pilots conducting relief operations and to the official in charge (OIC) of emergency response activities. The Air Route Traffic Control Center (ARTCC) shall designate the AFSS nearest the incident site to issue Notices to Airmen (NOTAM) and forward appropriate information to the AFSS for NOTAM dissemination. If a large area is involved, such as one which might be caused by a flood or hurricane, the AFSS should be the one nearest the emergency control operations base or the AFSS at the ARTCC location, whichever is more appropriate. When FAA communications assistance is required, the AFSS shall function as the primary communications facility for coordination between emergency control authorities and the affected aircraft. The ARTCC shall act as liaison between the emergency control authorities and the designated AFSS if adequate communications cannot be established between them.

d. As may be appropriate and necessary under the circumstances, authority to conduct flight operations within airspace subject to a TFR may be granted by the OIC of on-scene activities or the air traffic control facility with responsibility for the airspace. A person should seek authority for a flight in an area subject to a TFR in accordance with the requirements of Sections 91.137 and 91.138 of the FAR and any procedures established by air traffic control or the OIC. When exercising the authority of Section 91.137(b) to permit flight operations within the airspace subject to a temporary flight restriction, the following priorities of flights are recommended for consideration by the OIC:

(1) Emergency flights providing search and rescue services for persons and/or property;

(2) Medical evacuation flights by hospitals and air ambulance services, or other civil or public aircraft providing such services;

(3) Reconnaissance and damage assessment flights by authorized persons using civil or public aircraft;

(4) Utility company flights, such as power line, pipe line, and telephone line patrols;

(5) News media flights that can be accommodated without interfering with emergency response operations; and

(6) Other civil or public aircraft that can be accommodated without interfering with emergency response operations.

e. The OIC designated under Sections 91.137 or 91.138 of the FAR may be a Federal or State agency or official, including a law enforcement agency or official. The OIC should maintain a record of all authorizations, including all pertinent terms and conditions, granted by the OIC to persons to conduct flight operations within airspace subject to a temporary flight authorization. The OIC also should forward daily information concerning apparent violations of the temporary flight restrictions or authorizations to operate into the restricted airspace, and other flight safety concerns, to the nearest FSDO for appropriate action.

23. FEDERAL EMERGENCY MANAGEMENT AGENCY.

a. FEMA is responsible for providing a system of civil preparedness for the protection of life and property in the United States. FEMA develops and administers the overall national civil preparedness program. In attaining its objectives, FEMA works closely with Federal, State, and local governments to assist in developing their capability for taking effective action in an emergency.

b. FEMA has assisted States and local governments in developing and maintaining a radiological protection program. This program is necessary to provide each jurisdiction with the plans, procedures, instrumentation, facilities, and trained personnel that, when thoroughly integrated, yield a complete operational capability which can be applied to minimize the effects of the radiation hazard in the event of an attack or major technological disaster. Through the States, FEMA has provided for the distribution and maintenance of radiological

instrumentation and has provided training for CAP and other personnel to monitor and assess the radiation hazard produced by radioactive fallout.

c. FEMA and FAA have continuing responsibilities to assist the States in the development of plans and emergency response capabilities. In a major disaster, DOT regional offices will be activated to provide Federal DOT policy guidance.

d. FEMA has developed the Federal Response Plan (FRP). The FRP establishes the mechanism for fulfilling the Federal Government's role in providing response and recovery assistance to a State and its affected local governments impacted by a catastrophic disaster that is beyond the response capability of the State and/or local government(s). The FRP is used by Federal departments and agencies to coordinate and deliver disaster response and recovery resources following a Presidential declaration of a major disaster. The FRP supports delivery of assistance under Public Law (P.L.) 93-288.

e. When a Disaster Field Office (DFO) is established, a Joint Information Center (JIC) is part of the DFO, and all public information releases will be coordinated through that center. Within the function of airlift operations, information for the public regarding the operation and/or requests through the media for assistance should be coordinated through the JIC.

24. STATE RESPONSIBILITY. States should develop detailed operational plans for emergency utilization of general aviation aircraft. A major objective is to ensure that States have available the necessary aviation support to provide for the State's emergency response, industrial and agricultural needs in a disaster. If overriding Federal requirements should develop during an emergency, the State aeronautical agency will be given specific instructions by FAA on actions to be taken.

25. CIVIL AIR PATROL (CAP). The CAP is a civilian auxiliary of the United States Air Force. It is an instrument of the Federal Government while engaged in approved Air Force missions. CAP can offer several major services to the States and to the Air Force, in its capacity as an official auxiliary to the United States Air Force. Included are emergency services, aerospace education and training, and communications. State SARDA planners and CAP officials are encouraged to enter into formal arrangements to enhance the use of State aviation resources during emergencies.

26. AVIATION ORGANIZATIONS. State and local jurisdictions may gain additional valuable capabilities by pursuing agreements with

aviation organizations, such as nonprofit charitable public benefit corporations or associations which have programs providing aviation resources and volunteers for medical transport and disaster relief. Members of such groups can be well organized, trained, and equipped, and can thus provide important resources to support SARDA. Capabilities include conducting surveillance and supply missions, establishing interairport communications, and transporting critical supplies and personnel in emergencies.

27. UNITED STATES COAST GUARD (USCG). The USCG, as the Nation's primary maritime operating agency, is responsible for activities on coastal and offshore waters and on many inland waterways. Its responsibilities are divided into several areas: 1) a maritime safety role--saving lives and property at sea (as defined in the National Search and Rescue (SAR) Manual); 2) a marine environmental protection role--protecting the marine environment; 3) a maritime law enforcement role--enforcing Federal laws and treaties; and 4) a National Defense role--conducting military operations.

28. HELICOPTER ASSETS. An important component of SARDA is the helicopter assets available within the State or region. Communication and coordination with emergency medical service (EMS) helicopter operators and non-commercial helicopter pilots should be part of emergency preparedness planning. State emergency preparedness officials should have a thorough and realistic understanding of helicopter capabilities in order to plan for their effective use. Helicopter crews can provide unique capabilities to assist in search and rescue, emergency evacuation, airborne control and damage assessment, aerial radiological monitoring, the transportation of medical teams, trauma patients, disaster specialists and supplies, and numerous additional roles. A DOT/FAA report, "Guidelines for Integrating Helicopter Assets into Emergency Planning" (DOT/FAA/RD-90/11), dated July 1991, is available through the National Technical Information Service, Springfield, Virginia 22161.

29.- 30 RESERVED.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3. PLANNING CONSIDERATIONS

31. GENERAL PLANNING PRINCIPLES. In reviewing or developing SARDA plans, the following principles should be considered.

a. General aviation aircraft, with supporting resources, represent an important segment of the Nation's transportation resources for completing missions during emergencies. General aviation aircraft comprise only one of several resources which should be considered for carrying out the kinds of operations listed above. It is important that the relative advantages and disadvantages of multiple transportation options be considered in assigning specific missions. The following special advantages and limitations of airlift should be considered.

(1) Reconnaissance by air is faster and, with good visibility, likely to be superior to surface reconnaissance. Aerial operations are not limited by rubble-strewn traffic lanes, destroyed bridges, or localized fires along the travel route. It is possible to fly over heavily contaminated fallout areas with minimal aircrew exposure to fallout radiation, whereas ground reconnaissance could be slow and possibly hazardous.

(2) Factors which will limit aerial operations following a major disaster will include: number of aircraft available; available fuel and other supporting resources, including maintenance; and weather conditions. During periods of probable and actual air attack, the military will impose additional restrictions on civil flying.

(3) Volcanic eruptions and subsequent volcanic ash fallout will have a significant impact upon aerial operations. Vital aircraft systems, including engines, are susceptible to damage as a result of ingesting volcanic ash. Careful consideration should be given before tasking aircraft to operate in airspace where a volcanic ash cloud is or may be present. Aerial reconnaissance or other airborne operations should not commence until volcanic ash has stopped falling.

b. Most of the State airlift plans recognize the need for subdividing the State into operating areas. For States having State-Area civil preparedness organizations, it is appropriate that these SARDA areas coincide with the civil preparedness boundaries. It is essential that detailed operational plans or standard operating procedures (SOP) be developed for these areas, including control airports and satellite airports which are basic to emergency operations.

32. DESIGNEES. State plans should provide for direction and control in an emergency situation at State and local levels. Each level should be capable of acting independently of higher authority in the event that communications are disrupted or unavailable. For this purpose, well-qualified civil aviation personnel should be designated by the State and a standby delegation of authority provided. Each airport or area group of airports should have a designee who will be responsible for the emergency management of local aviation resources, for direction of airlift for survival efforts, and for interface with the community or local transportation organization. In major communities, or combinations of communities, one designee may represent and supervise activities at a number of airports. The aviation personnel in each community will look to the designee for guidance and for instructions on how to best support emergency operations. The designee will provide guidance to obtain appropriate authorizations when it is necessary to operate general aviation aircraft in support of an emergency.

33. INVENTORIES OF AIRCRAFT AND AIRMEN. It is expected that in time of emergency, qualified airmen will volunteer their services and owners will volunteer their aircraft in sufficient numbers to fulfill essential missions. In many cases, the Stafford Disaster Relief Act and the Federal Response Plan will provide the funding mechanism for cost reimbursement. (It is assumed that Federal authorities will arrange payment for any services requested by the Federal Government. Aviation services will fall into the same category as other services for payment purposes.) Voluntary cooperation is considered the most desirable means of obtaining the necessary services. However, since greater control may be necessary, the State should consider maintaining a current list of all airmen and aircraft available (together with their basic qualifications), whether or not voluntary cooperation has been arranged. If necessary, States may consider emergency gubernatorial powers that may provide for mandatory services and use of equipment.

34. ADMINISTRATION WHEN ACTIVATED. Upon implementation of a State SARDA plan in an emergency, the State aeronautical agency is expected to function continuously throughout the emergency period. Federal direction concerning general aviation matters, when required, will be provided to the States via the appropriate ARTCC or AFSS for air traffic matters and the assigned FSDO for other concerns.

35. INTERSTATE AND REGIONAL RELATIONSHIPS. To the extent possible, adjacent States should make arrangements to provide mutual air support. In the event that the emergency renders the

capabilities of adjacent States to assist each other ineffective, the Federal agencies will direct support from the regional level.

36. UNITED STATES COAST GUARD (USCG). By statute, Federal departments and agencies have first priority in requesting USCG assistance; however, assistance may be made available to State and local governments. Requests for assistance (regular, reserve, or auxiliary personnel; air or surface assets) should be directed to the Coast Guard District Office responsible for the geographical area requiring assistance. State and local officials are encouraged to coordinate response planning with appropriate Coast Guard authorities to enhance the use of available resources during emergency conditions. Following are addresses and telephone numbers for the various Coast Guard District Offices:

- a. Commander
First Coast Guard District
Coast Guard Building
408 Atlantic Avenue
Boston, MA 02210-3350
(617) 223-8480
- b. Commander
Second Coast Guard District
1222 Spruce Street
St. Louis, MO 63103-2823
(314) 425-4640
- c. Commander
Fifth Coast Guard District
Federal Building
431 Crawford Avenue
Portsmouth, VA 23704-5004
(804) 398-6000
- d. Commander
Seventh Coast Guard District
909 S.E. First Avenue
Brickell Plaza Federal Building
Miami, FL 33131-3050
(305) 536-5631

- e. Commander
Eighth Coast Guard District
Hale Boggs Federal Building
501 Magazine Street
New Orleans, LA 70130-3396
(504) 589-6230
- f. Commander
Ninth Coast Guard District
1240 East 9th Street
Cleveland, OH 44199-2060
(216) 522-3970
- g. Commander
Eleventh Coast Guard District
Union Bank Building
400 Oceangate Boulevard
Long Beach, CA 90822-5399
(310) 980-4300
- h. Commander
Thirteenth Coast Guard District
Jackson Federal Building
915 Second Avenue
Seattle, WA 98174-1067
(206) 442-5078
- i. Commander
Fourteenth Coast Guard District
Prince Kalaniana'ole Federal Building
300 Ala Moana Boulevard, 9th Floor
Honolulu, HI 96850-4982
(808) 541-2260
- j. Commander
Seventeenth Coast Guard District
P.O. Box 25517
Juneau, AK 99802-5517
(907) 586-7298

37. CIVIL AIR PATROL (CAP).

a. Individual States will determine to what extent they desire to request CAP assistance. The CAP is an organization of trained volunteers capable of conducting emergency operations during peacetime and in time of national emergency. It has performed numerous services to minimize the effects of natural disasters and has conducted innumerable search and rescue

missions to aid persons in distress. In time of national emergency, in addition to the tasks requested by the USAF, the CAP can be employed to support civil disaster operations in any type of emergency and may assist State and Federal authorities with recovery and reconstitution activities.

b. The prime objective of CAP SARDA support activities is to assist appropriate civil authorities to minimize the effects of a disaster of any type. Such response activities are intended to save lives and preserve the welfare of the local populace and to provide essential communications for reestablishment of government control.

c. There are many civil support missions which may be accomplished by the CAP such as: aerial radiological monitoring; surveillance of surface traffic; light transport flight for emergency movement of personnel and supplies; aerial damage assessment; decontamination of aircraft and surface support facilities; and communications support during emergencies resulting from floods, storms, drought, fire, earthquakes, or similar catastrophes.

d. During peacetime, States have the option to call upon CAP units to perform missions under the following circumstances:

(1) When the State and CAP Wing officials agree that a test mission is appropriate, the CAP Wing will initiate a request for the test through the CAP-USAF Wing Liaison Officer to CAP-USAF headquarters in order to receive a mission authorization. If a mission authorization is granted, the CAP Wing should coordinate with the State aviation office or emergency management organization and the CAP-USAF Wing Liaison Officer in the preparation, conduct, and evaluation of the test.

(2) When a major disaster has occurred, or is anticipated, CAP assistance may be requested for high priority services whether or not a disaster declaration has been requested by the State or issued by the President. For example, a request for aerial reconnaissance may be approved in anticipation of a Presidential declaration and does not need to wait until the President has approved the declaration. Also, services to affect life-saving or mitigation of serious property damage or loss may also be factors in approving a request for a SARDA mission. When a State requires CAP or other SARDA resources for such purposes, two request procedures apply, depending on whether or not a DFO has been established in the disaster area.

(3) Figure 3, on page 30, outlines the request procedures for the period prior to establishment of a DFO near a disaster area. For CAP or other SARDA resource support to be federally funded, a State should initiate a request through the Advance Element of a FEMA Emergency Response Team (ERT-A). A representative of the ERT-A is normally deployed to the State Emergency Operations Center (EOC) at the earliest indication of a major disaster and would be available to expedite a request for support. The ERT-A will coordinate a mission request to the FEMA Regional Operations Center (ROC).

(a) If the mission is approved at the ROC, a Mission Assignment Number will be provided by the FEMA Regional Director or the Federal Coordinating Officer if one has been appointed. If the mission is for non-CAP SARDA aviation resources, approval will be passed directly back to the ERT-A representative in the State EOC with a Mission Assignment Number for execution by non-CAP SARDA resources.

(b) If the mission is for CAP, the request will be forwarded through the DOD Liaison (or the Defense Coordinating Officer [DCO] if present) who will pass it to the Continental U.S. Army (CONUSA). The CONUSA will route the request to Forces Command (FORSCOM) who can pass it to the Air Force National Security Emergency Preparedness (AFNSEP) Office at Ft. McPherson, GA, if CAP is the appropriate DOD resource. AFNSEP will pass the mission assignment to the CAP Wing Commander for the appropriate State for action. If the request is for aerial reconnaissance services, the product should be provided to both the State EOC and to the FEMA ROC on an expedited basis.

(4) Figure 4, on page 31, outlines the request procedure after a DFO has been established in the disaster area. In this case, the State aviation office or emergency management organization should pass its requirements for CAP or other SARDA resources to the State Coordinating Officer (SCO). If approved, the SCO will pass the request to the Federal Coordinating Officer (FCO) in charge of the DFO. The FCO may approve the request and pass it to the DCO with a Mission Assignment Number. The DCO will forward the request to the appropriate CONUSA who will forward it to FORSCOM. FORSCOM can select from a number of DOD resources to accomplish the mission, including CAP. FORSCOM may elect to pass the requirement to AFNSEP who will forward the mission to the CAP Wing Commander of the appropriate State. If the request is for aerial reconnaissance services, the reconnaissance products should be provided to both the State EOC and to the DFO ESF #5, (Information and Planning Section) as soon as possible.

(5) Figure 5, on page 32, outlines the procedure for requesting CAP services in the situation where no activation of the State SARDA plan has occurred, but an imminently serious emergency is anticipated or in progress. State or local officials may forward requests for CAP assistance directly to the AFNSEP Office. If the request meets the criteria contained in DODD 3025.1, "Military Support to Civil Authority," and Air Force Instruction 10-802, "Air Force Support of Civil Authorities," it may be approved and passed to the CAP Wing Commander of the appropriate State for action. When CAP resources are needed to save lives, prevent suffering, or mitigate property loss, that should be included in the request language. If the request is not approvable under DODD 3025.1, then the State may task the CAP Wing Commander directly. In this case, State funding must be provided to cover the mission costs. CAP Tempest Rapid reporting will be initiated by the responding CAP unit.

e. Requests for CAP assistance during a natural disaster should indicate:

- (1) A date/time group for starting the mission.
- (2) Specific information on the mission to be performed. A special format will be developed for reconnaissance/damage assessments.
- (3) The designation of the CAP unit or units to perform the missions.
- (4) A time limit for the duration of the mission.

f. Upon declaration of a national civil defense emergency, a USAF mission number will not be required for CAP support to civil preparedness emergency operations. If the State desires CAP support, the CAP Wing staff, operating at the State level, will receive mission requests from the State civil preparedness office usually through the State Director of SARDA. These missions will then be assigned to subordinate CAP units as appropriate. Local CAP units will respond to mission requests from the State Governor only after approval by the Wing/State staff. Local CAP units may, however, respond to local government requirements if, or when, communications with the Wing/State staff have been disrupted. Military operational missions will normally have first priority for CAP resources. Air Force requirements for CAP support will normally be routed through the Air Force Emergency Preparedness Liaison Officer at the State Area Command (STARC).

g. CAP procedures provide that the CAP Wing Commander furnish a roster of personnel through which the CAP can be contacted for emergency services assistance. This list is sent to the applicable Director of the State aviation office or emergency management organization, to the appropriate FEMA Regional Director listed in Appendix 4, the AFNSEP Office, and to other interested agencies which may desire CAP services. This list is updated and redistributed as changes occur, but will be updated semiannually as a minimum.

h. When a request for assistance has been received and the decision has been made for CAP to assist, personnel will be alerted in accordance with established alerting procedures. If the State is utilizing CAP, a CAP representative, as a minimum, should be colocated with the State aviation office or emergency management organization in order to facilitate the organizational interfaces.

38. FEDERAL EMERGENCY MANAGEMENT AGENCY.

a. Part of FEMA's planning is to assist State and local governments in utilizing SARDA effectively in an emergency. States should plan for the emergency utilization of resources to perform civil emergency flight missions. FEMA's requirement for early damage assessment following a major hurricane, earthquake, tornado, or other catastrophe and for aerial radiological monitoring in a National Security Emergency may require the support of SARDA crews and assets on a time-critical basis.

b. FEMA has provided radiological monitoring equipment and training materials for implementing radiological aerial monitoring programs.

39. PLAN DEVELOPMENT.

a. To ensure the most efficient use of all general aviation resources in time of national emergency, some States may consider incorporating the CAP organization as an integral part of the State SARDA organization. However, the CAP would retain its identity as an organizational unit from the State level down through the local level. In this case, overall direction and support of CAP activities, through the CAP Wing Commander, by the State SARDA Director is essential if all State aviation resources are to be used as a coordinated whole. The CAP Wing Commander and headquarters organization would retain overall supervision over CAP subordinate units. This arrangement provides the SARDA Director with CAP staff experience without disrupting the CAP organization, and the State still directs the operation.

b. In many instances, it would be appropriate for key civil preparedness personnel from emergency response aviation organizations, such as CAP, to also serve in SARDA staff positions at State, State-Area (control airports), and satellite airports. Personnel from emergency response aviation organizations may be the best qualified persons available to fill SARDA positions. In serving these functions, they would be able to assist in coordinating assignment of missions considering the availability of specialized skills and training of both their aviation organization and unaffiliated pilots.

c. States are encouraged to provide for the discharge of the following responsibilities pertaining to general aviation aircraft operations during emergencies.

(1) Administration.

(a) Publish necessary documents to activate subordinate elements.

(b) Provide for registration or reporting for duty of personnel who are to perform aviation services.

(c) Specify duties and responsibilities to those assigned positions at State and local level.

(d) Provide the following to all SARDA airports within the State:

(i) A list of the State SARDA aircraft and pilots.

(ii) Suitable charts and directories for SARDA operations.

(iii) Data covering operation of aircraft under Security Control of Air Traffic and Air Navigation Aids (SCATANA).

(e) Arrange or coordinate availability of a statewide communications network for SARDA operations.

(f) Establish procedures for obtaining estimates of surviving aviation resources within the State following an emergency and disseminating this information to officials needing it.

(2) Control.

(a) Establish methods of securing and controlling the operations of SARDA aircraft within the State during emergencies.

(b) Establish criteria and guidance for the operation of SARDA airports.

(c) Plan priorities and allocations for the use of aviation services to meet the requirements of an emergency situation. However, such use is subject to the overall direction and control of the U.S. Secretary of Transportation.

(3) Coordination.

(a) Provide appropriate liaison to assist, advise, plan, and develop guidance, agreements, and standard operating procedures to be used by operators of general aviation aircraft with the:

(i) Senior Planner, State aviation office or emergency management organization.

(ii) Director, State aviation office or emergency management organization.

(iii) State aviation agency in adjoining States.

(iv) FAA Regional Emergency Operations Staff Offices, FSDO's, and AFSS's.

(v) Military.

(vi) State, area, and local emergency operations centers.

(vii) The FRP Transportation (ESF #1) Leader in each DOT region, the Regional Emergency Transportation Coordinator (RETCO).

(b) Prepare to assist the Director, State aviation office or emergency management organization, in:

- (i) Carrying out operational missions.
- (ii) Furnishing support as available for the operation.
- (iii) Making financial arrangements for support of flight missions.

(4) Authority.

(a) Provide for delegation of authority from State to local levels to perform operational missions.

(b) Provide appropriate authority to designated personnel to enable enforcement of security measures and other actions to implement the SARDA plan.

(5) Training.

(a) Provide for directing periodic exercises in conjunction with civil preparedness and/or military exercises.

(b) Arrange for the training of aviation personnel in SARDA procedures and performing civil preparedness support missions.

(6) Resources.

(a) Compile and maintain records of all aviation resources within the State, indicating the availability on a voluntary basis for participation and use during an emergency, including the following.

- (i) Airmen.
- (ii) Aircraft.
- (iii) Repair facilities.
- (iv) Airports.
- (v) Fixed-based operators (FBO).

(vi) State-owned, private, corporate, and company-owned aircraft.

(vii) Other aeronautical facilities.

(viii) Backup communications equipment.

(b) Establish procedures for estimating the resources required to maintain essential aviation services in support of an emergency.

(c) Establish procedures for submitting resource requests to proper authorities.

(d) Prepare and maintain a listing of special purpose aircraft to perform the following:

(i) Aerial reconnaissance (type of camera and resolutions, geopositioning equipment).

(ii) Damage assessment.

(iii) Air search and rescue.

(iv) Aerial medical ambulance.

(v) Courier service.

(vi) Personnel carrier.

(vii) Aerial radiological monitoring.

(viii) Survival and recovery.

(7) Evacuation planning.

(a) Hurricanes, floods, and other major disasters have resulted in millions of dollars in destroyed aviation resources. Aircraft owners are faced with the dilemma of securing their homes and providing for the safety of their families, and often their aircraft are left to the ravages of the disaster. States may wish to develop voluntary guidelines for the dispersal of general aviation assets to preclude unnecessary losses.

(b) Voluntary aircraft evacuation plans may include, but not be limited to, the following actions:

(i) Develop a list of airports in low risk areas and prearrange for these airports to receive aircraft from potentially threatened areas. This list can be made available to all FBO's and aircraft owners within high risk areas.

(ii) Develop a form for aircraft owners to complete and leave with their FBO. Such a form might allow, but not require, the FBO to move the person's aircraft to another airport upon a verbal request from the owner during an imminent disaster. The FBO would not necessarily be legally liable or committed to move an aircraft, or for accidents arising out of a move, depending upon the agreement between the owner and FBO. The movement should take place only if desired by the aircraft owner and the FBO was willing and able to move the aircraft. It is recognized that this operation may not be possible because of numerous reasons including the fact that during an emergency the FBO may be overwhelmed caring for family and personal property.

40. PILOT AND AIRCRAFT OWNER INFORMATION FOR SARDA. In case of a natural disaster, an emergency within a State, or a National Security Emergency, the State aviation office or emergency management organization is responsible for activating SARDA if needed. When SARDA is activated, the State aeronautical agency should immediately notify its SARDA airports that SARDA is in effect. The State aeronautical agency should also notify the appropriate FAA ROC to allow for notification through the FAA region to the appropriate FSDO, AFSS, DOT Emergency Organization, and ESF-1 to prepare for SARDA.

a. At each SARDA airport, the airport manager or designated SARDA coordinator should have a listing of aircraft and pilots who may volunteer to assist in State operations in case of an emergency. Requests can also be initiated by ESF #1 at the DFO if the FRP is in effect. Mission requests are normally initiated by a State aviation office or emergency management organization through the State Operations Center or SARDA Director to SARDA Area Coordinators at control airports. The SARDA Area Coordinators will then distribute the requests to appropriate airport managers or designated SARDA coordinators at SARDA airports. The airport managers or designated SARDA coordinators then assign appropriate aircraft and owners/operators to complete the missions in the most effective, quickest, and most economical manner. Not all pilots and aircraft will be involved; only those designated as SARDA aircraft and pilots, and only the number required to complete the missions will be utilized.

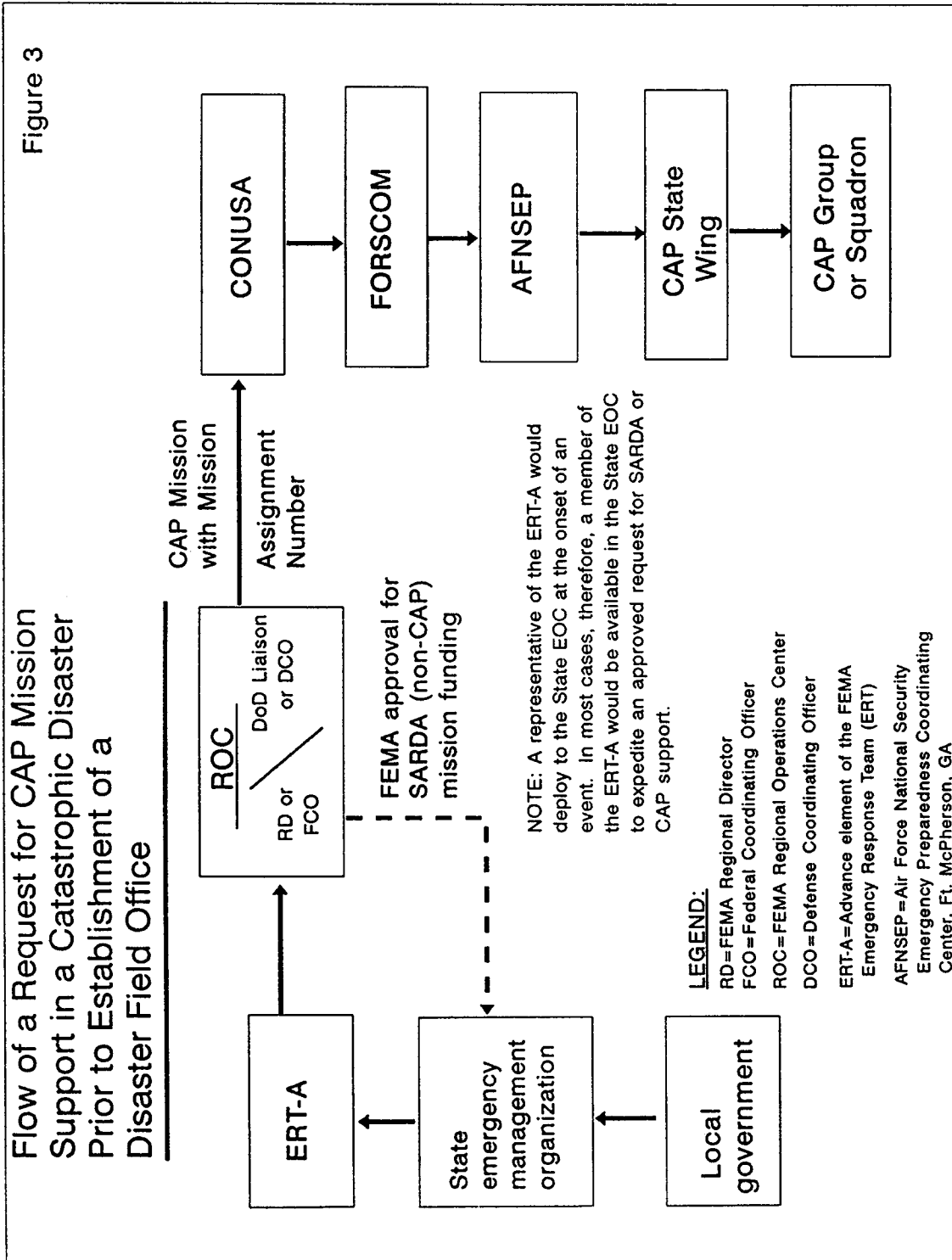
b. It is possible that the cost to the pilot and/or aircraft owner for State emergency missions may not be reimbursable.

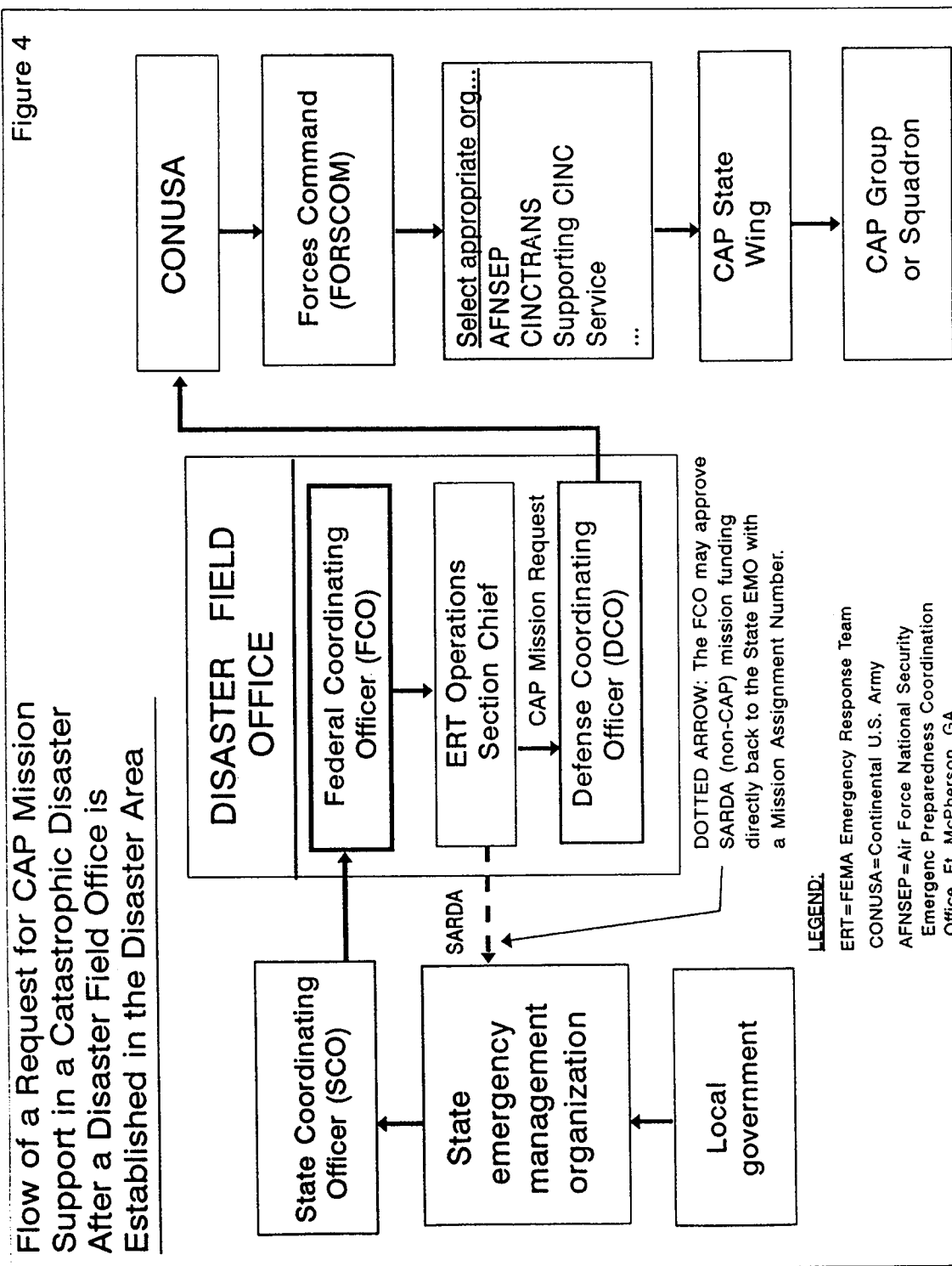
c. SARDA pilots should familiarize themselves with their State SARDA plan, which should be made available to all aircraft owners within the State who have volunteered their services for SARDA operations.

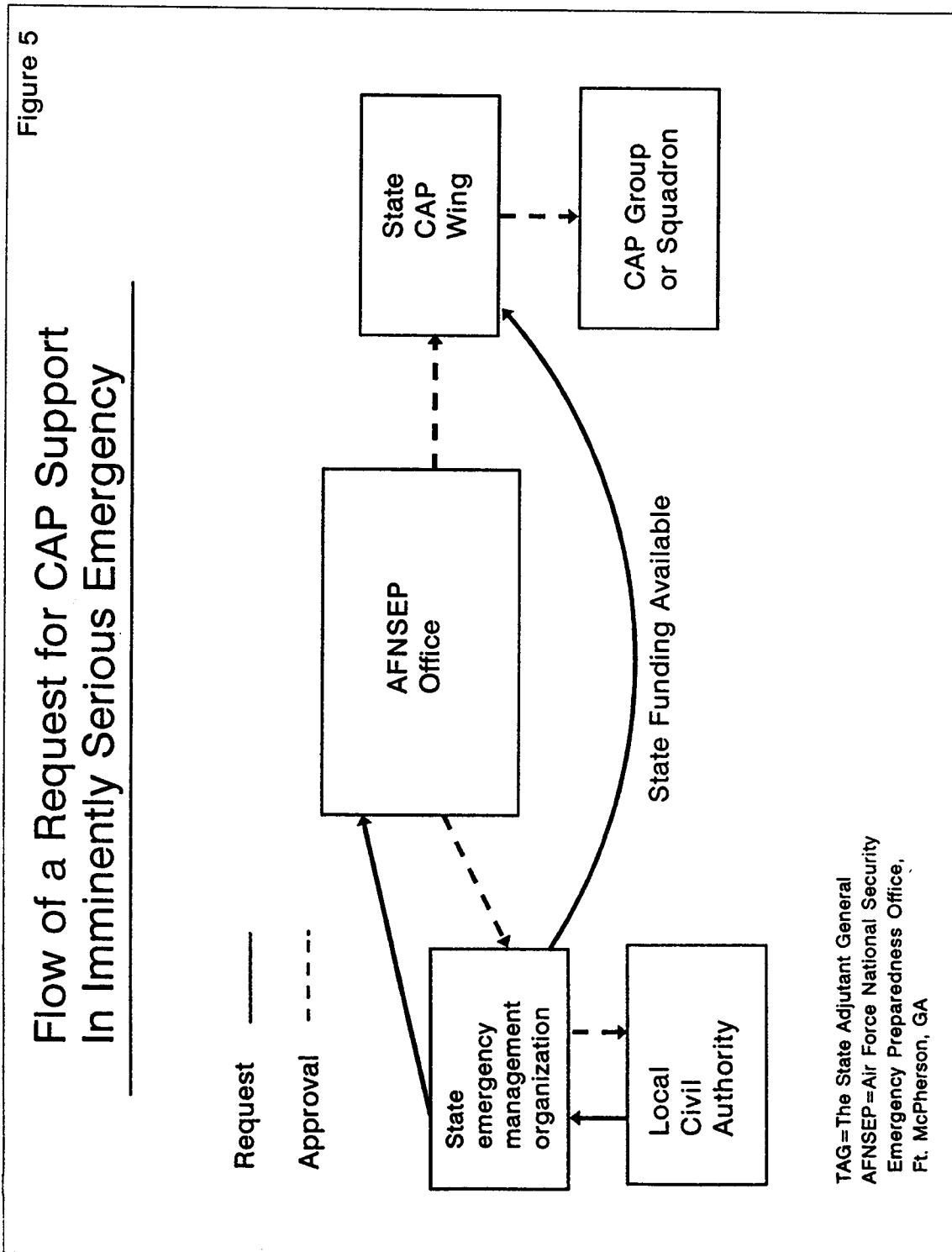
41. SECURITY CONTROL OF AIR TRAFFIC AND AIR NAVIGATION AIDS (SCATANA). If SCATANA is implemented, States may request the appropriate FAA region to negotiate with the appropriate NORAD Region Commander to obtain exceptions to the SCATANA priorities for SARDA missions. Authority for exceptions rests solely with the NORAD Region Commander. Due to military considerations, exceptions may not be granted in certain areas. SCATANA, when implemented by the NORAD Region Commander, will establish responsibilities, procedures, and general instructions for the security control of civil and military air traffic and will provide for the most effective use of airspace in the affected area when there is a serious threat to national security. Additionally, air navigation aids will be controlled appropriate to the extent of the emergency condition.

42. WARTIME AIR TRAFFIC PRIORITY LIST (WATPL). When SCATANA is implemented, a system of traffic priorities is required to make sure that optimum use is made of airspace, consistent with air defense requirements. This WATPL system will be the prime means of controlling the volume of air traffic. The Security Control Authorization (SCA) will be used as a supplement to the WATPL. When WATPL is in effect, it applies to all aircraft. Priorities range from one through eight. The originator of an aircraft movement request will be responsible for determining and verifying the appropriate priority. The individual filing the flight plan will be responsible for including the priority number as determined by the originator of the request. These priorities should not be confused with civil priorities assigned to civil air carrier aircraft under the War Air Service Program (WASP) priorities system or with any transportation priorities which may be assigned to general aviation aircraft performing SARDA operations. WASP and SARDA priorities are designed to provide for controlled use of civil aircraft capability and capacity, and they have secondary significance when the WATPL is in effect for the movement of aircraft. Flight operations in accordance with approved Federal and State emergency plans (e.g. WASP, SARDA, etc.) have a Priority 6. Note: CAP may have higher WATPL priority levels on certain Air Force-sponsored search and rescue missions.

43. EXERCISES. States are encouraged to make provisions for periodic exercising of SARDA plans in conjunction with emergency response exercises. Participation of SARDA volunteers should be encouraged to the extent possible, and exercises should include all phases of resource management.







CHAPTER 4. ISSUANCE OF PLANS

44. FAA CLEARANCE. Proposed State SARDA plans should be coordinated with the FAA through the appropriate Regional Operations Staff office, which will also coordinate with appropriate FSDO and AFSS facilities. A list is provided in Appendix 1.

45. NORAD CLEARANCE. Proposed SARDA plans should be forwarded to NORAD Headquarters, Battle Staff, NBC Branch (J3OBN), Suite 101-129, 1 NORAD Road, Cheyenne Mountain AFB, CO 80914-6091, for coordination.

46. PLAN DISTRIBUTION. It is requested that a copy of approved SARDA plans should be forwarded to:

- a. FAA ADA-20 (Four copies)
800 Independence Ave., SW.
Washington, DC 20591
- b. DOT/FAA Regional Operations Center
c/o FAA regional office as listed in
Appendix 1
- c. HQ CAP/USAF/XOX
105 S. Hansell St., Building 714
Maxwell AFB, AL 36112-5572
- d. NORAD Headquarters (Eight copies)
Battle Staff, NBC Branch J3OBN
Suite 101-129, 1 NORAD Road
Cheyenne Mountain AFB, CO 80914-6091

NORAD will distribute SARDA plans to appropriate Sector Operations Control Center (SOCC)

- e. The Regional Emergency Transportation Coordinator (RETCO) in the applicable region
- f. The cognizant regional FSDO as listed in Appendix 2.
- g. The cognizant regional ARTCC and AFSS. The AFSS list is in Appendix 3.
- h. The FAA Regional Operations Center in the applicable region as listed in Appendix 1.

- i. The appropriate FEMA Regional Director as listed in Appendix 4.
- j. Federal Emergency Management Agency, Response and Recovery Directorate, Operations Division (FCP 606), ATTN: CAP Coordinator, 500 C. St., SW. Washington, DC 20472.

**APPENDIX 1. FAA HEADQUARTERS AND REGIONAL EMERGENCY OPERATIONS
STAFF OFFICES**

Washington FAA Headquarters
Emergency Operations Center
800 Independence Avenue, SW.
Washington, DC 20591
(202) 267-3333

FAA Alaskan Region
Emergency Operations Center
222 West 7th Avenue
Anchorage, AL 99513
(907) 271-5936

FAA Aeronautical Center
Emergency Operations Center
P.O. Box 25082
Oklahoma City, OK 73125
(405) 954-3583

FAA Central Region
Emergency Operations Center
601 East 12th Street
Kansas City, MO 64106
(816) 426-4600

FAA Eastern Region
Emergency Operations Center
JFK International Airport
Fitzgerald Federal Building
Jamaica, NY 11430
(718) 553-3100

FAA Great Lakes Region
Emergency Operations Center
2300 East Devon Avenue
Des Plaines, IL 60018
(708) 294-8400

FAA Northwest Mountain Region
Emergency Operations Center
1601 Lind Avenue, SW.
Renton, WA 98055-4056
(206) 227-1999

FAA Southern Region
Emergency Operations Center
P.O. Box 20636
Atlanta, GA 30320
(404) 305-5180

FAA Southwest Region
Emergency Operations Center
Fort Worth, TX 76193-0006
(817) 222-5006

FAA Technical Center
Emergency Operations Center
Atlantic City International
Airport, NJ 08405
(609) 485-6482

FAA Western-Pacific Region
Emergency Operations Center
P.O. Box 92007
World Way Postal Center
Los Angeles, CA 90009
(310) 643-3200

FAA New England Region
Emergency Operations Center
12 New England Executive Pk
Burlington, MA 01803
(617) 238-7001

THIS PAGE INTENTIONALLY LEFT BLANK

**APPENDIX 2. FLIGHT STANDARDS DISTRICT OFFICES (FSDO)
DESIGNATED AS SARDA LIAISONS**

<u>Region</u>	<u>State</u>	<u>FSDO</u>	<u>Region</u>	<u>State</u>	<u>FSDO</u>
AAL	Alaska	Anchorage	ANM	Montana	Helena
				Colorado	Denver
ACE	Iowa	Des Moines		Idaho	Boise
	Kansas	Wichita		Oregon	Portland
	Missouri	St. Louis		Utah	Salt Lake
	Nebraska	Lincoln		Washington	Seattle
				Wyoming	Denver, CO
AEA	Delaware	Philadelphia, PA			
	D.C.	Washington, DC	ANE	Connecticut	Windsor Locks
	Maryland	Baltimore		Maine	Portland
	New Jersey	Philadelphia, PA		Massachusetts	Bedford
	New York	Albany		Rhode Island	Bedford, MA
	Pennsylvania	Harrisburg		New Hampshire	Portland, ME
	West Virginia	Charleston		Vermont	Portland, ME
	Virginia	Richmond			
AGL	Ohio	Columbus	ASW	Arkansas	Little Rock
	Illinois	Springfield		Louisiana	Baton Rouge
	Indiana	Indianapolis		New Mexico	Albuquerque
	Michigan	Detroit		Oklahoma	Okla. City
	Minnesota	Minneapolis		Texas	San Antonio
	North Dakota	Fargo			
	South Dakota	Rapid City	AWP	Arizona	Phoenix
	Wisconsin	Milwaukee		California	Sacramento
				Hawaii	Honolulu
				Nevada	Reno
ASO	Kentucky	Louisville			
	Alabama	Birmingham			
	Georgia	Atlanta			
	Florida	Orlando			
	Mississippi	Jackson			
	N. Carolina	Winston-Salem			
	S. Carolina	Columbia			
	Puerto Rico	San Juan			
	VI	San Juan, PR			
	Tennessee	Nashville			

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX 3. AUTOMATED FLIGHT SERVICE STATIONS (AFSS)

<u>Region</u>	<u>State</u>	<u>AFSS</u>	<u>Region</u>	<u>State</u>	<u>AFSS</u>
AAL	Alaska	Fairbanks Juneau Kenai	ANM	Montana Colorado Idaho Oregon Utah Washington Wyoming	Great Falls Denver Boise McMinnville Cedar City Seattle Casper
ACE	Iowa Kansas Missouri Nebraska	Fort Dodge Wichita Columbia St. Louis Columbus	ANE	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	Bridgeport Bangor Bridgeport Burlington Bridgeport Burlington
AEA	Delaware D.C. Maryland New Jersey New York Pennsylvania West Virginia Virginia	Millville Leesburg Leesburg Millville Islip Buffalo Altoona Williamsport Elkins Leesburg	ASW	Arkansas Louisiana New Mexico Oklahoma Texas	Jonesboro DeRidder Albuquerque McAlester Conroe Ft. Worth San Angelo
AGL	Ohio Illinois Indiana Michigan Minnesota North Dakota South Dakota Wisconsin	Cleveland Dayton Kankakee Terre Haute Lansing Princeton Grand Forks Huron Pierre Green Bay	AWP	Arizona California Hawaii Nevada	Prescott Hawthorne Oakland Rancho Murieta Riverside San Diego Honolulu Reno
ASO	Kentucky Alabama Georgia Florida Mississippi N. Carolina S. Carolina Puerto Rico VI Tennessee	Louisville Anniston Macon Gainesville Miami St. Petersburg Greenwood Raleigh Anderson San Juan San Juan Jackson Nashville			

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX 4. FEDERAL EMERGENCY MANAGEMENT AGENCY**CONTACT LIST FOR SARDA PLANNING AND RESPONSE****FEMA HEADQUARTERS**

National Emergency Coordination Center (24-hour) 202-898-6100
(can locate FEMA personnel during off-duty hours)

HQ Operations Division (normal duty hours) 202-646-2508
FAX 202-646-4336

HQ Mailing Address: FCP 602, 500 C. Street, SW., Washington, DC 20472

FEMA REGIONAL OFFICES**Phone****FSN****FAX**

Region I (Boston) (States: CT, ME, MA, NH, RI, VT)

Regional Director 617-223-9540 551-9540 617-223-9519

J.W. McCormack, Post Office and Court House, Room 442, Boston,
Massachusetts 02109-4595

Region II (New York) (States: NJ, NY, PR, VI)

Regional Director 212-225-7208 532-7208 212-225-7245

26 Federal Plaza, Room 1337, New York, NY 10278-0002

Region III (Philadelphia) (States: DE, DC, MD, PA, VA, WV)

Regional Director 215-931-5608 553-5500 215-931-5513

Liberty Square Bldg. (2nd Floor), 105 So. Seventh St., Philadelphia,
PA 19106-3316

Region IV (Atlanta) (States: AL, FL, GA, KY, MS, NC, SC, TN)

Regional Director 404-853-4200 554-4200 404-853-4230

1371 Peachtree Street, N.E., Suite 700, Atlanta, GA 30309-3109

Region V (Chicago) (States: IL, IN, MI, MN, OH, WS)

Regional Director 312-408-5501 555-5501 312-408-5234

175 W. Jackson Blvd. (4th Floor), Chicago, IL 60604-2698

Region VI (Denton) (States: AR, LA, NM, OK, TX)

Regional Director 817-898-5104 536-5104 817-898-5325

Federal Regional Center, 800 N. Loop 288, Room 106, Denton,
TX 76201-3698

Region VII (Kansas City) (States: IA, KS, MO, NB)

Regional Director 816-283-7061 537-7061 816-283-7504

Old Federal Office Bldg., 911 Walnut St., Room 200, Kansas City,
MO 64106-2085

	<u>Phone</u>	<u>FSN</u>	<u>FAX</u>
<u>Region VIII (Denver)</u> (States: CO, MT, ND, SD, UT, WY)			
Regional Director	303-235-4812	538-4312	303-235-4976
Denver Federal Center, Bldg. 710, Box 25267, Denver, CO 80225-0267			
 <u>Region IX (San Francisco)</u> (States: Am. Samoa, AZ, CA, Guam, HI, NV, Commonwealth of No. Mariana Is., Fed. States of Micronesia, Republic of Marshall Is., Republic of Palau)			
Regional Director	415-923-7100	539-7100	415-923-7112
Bldg. 105, Presidio of San Francisco, San Francisco, CA 94129			
 <u>Region X (Seattle)</u> (States: AK, ID, OR, WA)			
Regional Director	206-487-4604	530-4604	206-487-4622
Federal Regional Center, 130 228th St. SW., Bothell, WA 98021-9796			

APPENDIX 5. GLOSSARY

1. Aeronautical agency. Nomenclature varies among States and some States do not have formally organized aeronautical agencies. This term refers to the State's aeronautical organization, and it is expected that terminology used by the States will be in accordance with individual State terminology.

2. Air carrier aircraft. All civil aircraft, both fixed and rotary wing, subject to the certification provisions of Part 121 (Domestic, Flag, and Supplemental Air Carriers and Commercial Operators of Large Aircraft), Part 135 (Air Taxi Operators and Commercial Operators), and Part 127 (Certification and Operations of Scheduled Air Carriers with Helicopters) of the Federal Aviation Regulations. (This definition is for disaster and emergency planning only.)

3. Air Defense Emergency (ADE). A condition declared by the Commander-in-Chief, North American Aerospace Defense Command, or higher authority, when attack by hostile aircraft or missiles upon the continental United States, Alaska, Canada, or U.S. bases in Greenland, is considered probable, is imminent, or is taking place.

4. Air Force National Security Emergency Preparedness (AFNSEP) Office. The Air Force agency located at Fort McPherson, Georgia, that authorizes and monitors the use of Civil Air Patrol resources during civil emergency and disaster relief operations and validates the use of Air Force resources when they are employed under imminently serious conditions. In this regard, the AFNSEP office performs the functions previously accomplished by three numbered U.S. Air Force Reserve Headquarters (Fourth, Tenth, and Fourteenth Air Forces).

5. Allocation. An apportionment of resources to specific users.

6. Air Navigation Aids (NAVAIDS).

a. Federal NAVAIDS. Radio beacons, VOR/DME, VORTAC, TACAN LORAN, and ILS/MLS stations owned and operated by an agency of the Federal Government, such as the FAA, military services, and the United States Coast Guard.

b. Non-Federal NAVAIDS. VOR/DME, and LF/MF radio beacons, and ILS/MLS stations licensed by the FCC.

7. Air Route Traffic Control Center (ARTCC). A facility established to provide air traffic control service to aircraft

operating on an Instrument Flight Rules (IFR) flight plan within controlled airspace and principally during an en route phase of flight. During national emergencies, this facility may receive and relay instructions from NORAD. If necessary, during natural or man-made disasters, the appropriate ARTCC will coordinate the issuance of a Temporary Flight Restriction Notice to Airmen (NOTAM) in accordance with FAR Part 91.137, and FAA Order 7210.3, Facility Operation and Administration.

8. Area Coordinator. A generic term for the people designated by the State who coordinate SARDA operations for a Task Force Area. (State titles will vary.)

9. Automated Flight Service Station (AFSS). Air traffic facilities which provide pilot briefings, en route communications, and Visual Flight Rules (VFR) search and rescue services, assist lost aircraft and aircraft in emergency situations, relay air traffic control clearances, originate NOTAM's, broadcast aviation weather and National Airspace System (NAS) information, receive and process VFR and IFR flight plans, and monitor NAVAIDS. The AFSS's have full communication capabilities (radio, telephone, and computer interface) with ARTCC's. Appendix 3 to this Advisory Circular contains a list of AFSS's.

10. Civil Air Patrol (CAP). A non-profit civil corporation chartered by Congress as a non-combatant civilian auxiliary of the United States Air Force. CAP members volunteer their services to perform various emergency services.

11. Civil Reserve Air Fleet (CRAF). Preselected air carrier aircraft allocated for military airlift operations under emergency conditions. The program makes available commercial airlift resources for both peacetime and wartime augmentation of military airlift capability.

12. Claimant.

a. A Federal claimant agency means a Federal agency which, for emergency preparedness planning purposes:

- Is assigned responsibility for developing and/or assembling from associated claimant agencies, data on the amounts of goods, services, and manpower that will be required during stated future time periods to carry out its own program responsibilities or the programs of the Government, industry, or economic activity it represents; and

- May present and justify program requirements to the appropriate Federal resource agencies and/or GSA.

b. A Federal resource agency is the claimant agency acting on behalf of the industry or economic activity assigned to its emergency regulation, control, or direction. It is responsible for developing and submitting to other Federal resource agencies the requirements of that industry or activity for manpower, goods, and services. Therefore, each Federal resource agency is also a Federal claimant agency.

c. During a National Security Emergency, the FAA has emergency claimancy responsibilities for support of the Nation's total civil air transportation system, including both air carrier and general aviation. The overall FAA claimancy activity covers such support considerations as:

- Air carrier aircraft production needs;
- Air carrier aircraft maintenance, repair, and operations (MRO);
- General aviation operations including support of aircraft operating under the State and Regional Disaster Airlift (SARDA) Plan;
- Civil airports requirements whether they be associated with, owned, or controlled by FAA; and
- The National Airspace System, its equipment, facilities, and activities.

13. Communications. A State's communication network developed to provide functional support for emergency airlift. Additionally, the FAA has a network to provide communications necessary for air traffic control services, plus command and control of FAA activities.

14. Control Airport. Primary airports within the State from which the Area Coordinators direct SARDA operations for the respective Task Force Area.

15. Defense Emergency. A Defense Emergency exists when:

a. A major attack takes place upon U.S. forces overseas or on Allied forces in any area and is confirmed either by the commander of a unified or specified command or higher authority.

b. An overt attack of any type is made upon the United States and is confirmed either by the commander of a command established by the Secretary of Defense or higher authority.

16. Designee. A person appointed by the Governor of a State to act as his or her representative in the management of resources and the conduct of civil aviation operations at State or local levels during an emergency or a representative of the FAA Administrator coordinating FAA operations.

17. DOD. Department of Defense.

18. DOT. Department of Transportation.

19. Defense Visual Flight Rules (DVFR). A flight within the Air Defense Identification Zone (ADIZ) conducted under visual flight rules in accordance with FAR Part 99.

20. Emergency Resources Planning Committee (ERPC). This committee is composed of representatives of all industrial and agricultural resources at State or local levels such as power, water, food, heat, light, fuel, transportation, medicine, materials, and communications.

21. Emergency Security Control of Air Traffic (ESCAT). A portion of the Security Control of Air Traffic and Air Navigation Aids (SCATANA) Plan defining the responsibilities of the FAA and appropriate military authorities for the security control of civil and military air traffic during a national security emergency.

22. Federal Aviation Administration (FAA). A modal administration of the Department of Transportation which regulates United States navigable airspace, is responsible for operation/maintenance of Federal air navigation aids, and promotes safety and development of air commerce.

23. FAA Emergency Operations Staff. The staff component within the FAA's Office of the Deputy Administrator tasked with National Security Emergency Preparedness (NSEP) planning to include development of plans to maximize utilization of civil aviation resources during National Security Emergencies. The Emergency Operations Staff also facilitates agencywide coordination during response and recovery operations.

24. Federal Emergency Management Agency (FEMA). FEMA is responsible for coordinating the Federal response to a catastrophic disaster that is beyond the capability of State and local governments. Federal response is accomplished under the

Federal Response Plan, with assistance from all Federal departments and agencies that possess relevant resources and capabilities or that have regulatory oversight of affected facilities, entities, or activities.

a. The Director of FEMA is responsible for initiating response actions under the FRP and for appointing a Federal Coordinating Officer (FCO) to oversee each Presidentially declared disaster.

b. FEMA initiates response to a disaster by activating an Emergency Support Team (EST) at FEMA Headquarters, Washington, DC, to initially coordinate Federal and regional actions. An Emergency Response Team (ERT) is deployed to the site of a disaster by a FEMA Regional Director and establishes a Disaster Field Office (DFO). Once the ERT is operational on-scene, the Federal response is directed by the FCO from the DFO, with support from the EST and headquarters elements of all participating departments and agencies. All participating Federal entities will have representatives at the DFO for coordination purposes.

c. Civil aviation assets may be needed by State and Federal response officials to support immediate damage assessment following a disaster and to assist with movement of personnel, critical supplies, and equipment. A FEMA headquarters and regional contact list is included as Appendix 4 to this Advisory Circular.

25. Federal Response Plan (FRP). A Federal plan that establishes the basis for the provision of Federal assistance to a State and its affected local governments impacted by a catastrophic disaster which exceeds the response capacity of those governments. The FRP provides for a Federal response organized functionally around 12 Emergency Support Functions (ESF) with a lead Federal department or agency, as follows:

<u>ESF</u>	<u>FUNCTION</u>	<u>LEAD DEPARTMENT OR AGENCY</u>
1	Transportation	Department of Transportation
2	Communications	National Communications System
3	Public Works and Engineering	Department of Defense, US Corps of Engineers
4	Firefighting	Department of Agriculture, Forest Service
5	Information and Planning	Federal Emergency Management Agency
6	Mass Care	American Red Cross
7	Resource Support	General Services Administration

8	Health & Medical Services	Department of Health and Human Services
9	Urban Search and Rescue	Federal Emergency Management Agency
10	Hazardous Materials	Environmental Protection Agency
11	Food	Department of Agriculture
12	Energy	Department of Energy

Only those ESF's needed for a particular disaster would be activated. In large disasters, it is possible that all ESF's would be activated. All functioning ESF's would be represented in the on-scene Disaster Field Office led by the senior on-scene Federal official, the Federal Coordinating Officer (FCO). The FCO is normally appointed by the Director of FEMA. In very large disasters, the FCO may be appointed by the President of the United States.

26. Flight Standards District Office (FSDO). An FAA field office serving an assigned geographical area and staffed with Flight Standards personnel who serve the aviation industry and the general public on matters relating to the certification and operation of air carrier and general aviation aircraft. Activities include general surveillance of operational safety, certification of airmen and aircraft, accident prevention, investigation, enforcement, etc. FSDO's designated as SARDA liaison offices are listed in Appendix 2 to this Advisory Circular.

27. General Aviation. All civil aviation operations other than scheduled air services and nonscheduled air transport operations for remuneration or hire.

28. Instrument Flight Rules (IFR). FAR rules that govern the procedures for conducting flight in conditions below the minimum conditions for flight under visual flight rules.

29. National Security Emergency. Any occurrence, including natural disaster, military attack, or technological emergency that seriously degrades or threatens the national security of the United States.

30. National Security Emergency Preparedness (NSEP). Planning accomplished to ensure the United States has sufficient capabilities at all levels of government to meet essential defense and civilian needs during any national security emergency.

31. North American Aerospace Defense Command (NORAD). An organization under the Joint Chiefs of Staff, DOD. In the event of a Defense Emergency or Air Defense Emergency, ultimate control of U.S. and Canadian airspace for flight operations is vested in this command.

32. Office of Emergency Transportation (OET). The DOT staff office responsible for emergency transportation preparedness planning.

33. Priority. A preferential rating assigned according to the relative need to satisfy the requirements of the emergency situation.

34. Regional Emergency Transportation Coordinator (RETCO). The regional representative of the Secretary of Transportation responsible for emergency transportation planning matters and the coordination of the Department of Transportation (DOT) regional response to disaster situations.

35. Resources. Resources are the manpower, goods, and services comprising the civilian economy, all personnel, materials, fuels, equipment, facilities, and processes involved in the production, processing, and distribution of goods and services.

36. Resources Board (State). Members of the Board are representatives of organizations possessing various types of resources and are appointed by the Governor. Organization and terminology may vary in different States. The boards will be established when the Emergency Resources Planning Committee (ERPC) has completed its work.

37. SARDA (State and Regional Disaster Airlift). The planning for, and the utilization of, civil aviation resources to support State and regional emergency response operations.

38. SARDA Aviation Resources. All State-owned and general aviation aircraft based within a State constitute the SARDA aviation resources of that State. Additionally, aircraft operating under FAR Part 121 or Part 135 not being utilized in the Civil Reserve Air Fleet (CRAF) or the War Air Service Program (WASP) could be contracted for SARDA missions.

39. Satellite Airport. A secondary airport within a State which receives guidance and instructions from the Area Coordinator at the control airport concerning SARDA operations.

40. Security Control of Air Traffic and Air Navigation Aids (SCATANA). A plan for various emergency conditions demanding

security control of both civil and military air traffic and air navigation aids (NAVAID). This control will optimize the use of airspace for defense and defense-supported activities and civil aircraft consistent with air safety. Selective and systematic control/shutdown of air navigation aids will be effected appropriate to the extent of emergency conditions existing or expected to exist.

41. Security Control Authorization (SCA). Military authorization for an aircraft to take off when Emergency Security Control of Air Traffic (ESCAT) is applied or SCATANA has been implemented. The SCA, when approved by the NORAD Region/Sector Commander, authorizes the pilot to execute a lower priority mission within an area restricted to a higher priority mission category under the Wartime Air Traffic Priority List (WATPL). An SCA must be requested by the pilot (or appropriate command/organization authority) through the military base operation or an FAA AFSS and directed to an ARTCC. The ARTCC requests an SCA from the appropriate NORAD Region/Sector Commander.

42. Task Force Area. A generic term defining a geographic area for SARDA purposes that is useful for organizing emergency response operations. (States may use varied terms.)

43. Task Group. The Transportation Task Group consists of members recruited from the following elements of government and the transportation industry to provide organizational readiness, plans, and procedures for resource management during emergencies:

a. State transportation agencies or regulatory commissions (commerce or utilities commissions, highway departments, aviation directors, etc.);

b. Federal transportation agencies or regulatory commissions;

c. Representatives of government and industrial traffic offices and firms;

(1) Aircraft, bus, rail, trucking and watercraft firms and associations;

(2) Local water and airport authorities, if appropriate;

(3) Urban transportation companies;

(4) Labor representation;

(5) Military representation or liaison.

44. United States Air Force (USAF). Prepares forces and establishes reserves of manpower, equipment, and supplies for the effective prosecution of war and military operations short of war. Plans for the expansion of peacetime components to meet the needs of war, and supports CAP resources to provide domestic capability for search and rescue, SARDA, and other CAP operations.

45. United States Coast Guard (USCG). One of the five Armed Services of the United States, assigned under the Department of Transportation, and made up of regular, reserve, civilian, and auxiliary personnel.

a. Coast Guard Regulars--active duty component of the Coast Guard.

b. Coast Guard Reserves--component of the Coast Guard that, upon being called to active duty, augments the regular component.

c. Coast Guard Civilians--administrative, professional, and technical support of the Coast Guard.

d. Coast Guard Auxiliary--all volunteer civilian element of the Coast Guard, specifically declared by statute to be "non-military."

46. Visual Flight Rules (VFR). Federal Aviation Regulations governing the procedures for conducting flight under visual conditions.

47. War Air Service Program (WASP). The WASP is a national emergency related program which would help maintain the essential civil economy and industrial mobilization base by providing for the maintenance of essential civil air routes and services. The WASP includes all U.S. civil air carrier aircraft operating under the provisions of FAR Part 121, 127, and 135, excluding those aircraft allocated to the CRAF program. Also included are all civil airports certified under the provisions of FAR Part 139, "Certification and Operations: Land Operations Serving Certain Air Carriers," the control of unit load devices, and all "for hire" maintenance and servicing operations. The WASP is activated commensurate with the activation of CRAF Stage III or by direction of the Secretary of Transportation. The FAA is responsible for WASP operation in coordination with the OET or the Secretary's designated crisis coordinator.

U.S. Department
of Transportation

**Federal Aviation
Administration**

800 Independence Ave., S.W.
Washington, D.C. 20591

**FORWARDING AND RETURN
POSTAGE GUARANTEED**

Official Business
Penalty for Private Use \$300

BULK MAIL
POSTAGE & FEES PAID
FEDERAL AVIATION
ADMINISTRATION
PERMIT NO. G-44

